Call-Up Against a Standi Offer f Temporary Help

*	Canada	Canada	nent au		Con.	ande subsé.	quente				e pour de l'a	aide temporai	ire Page: 1
ASSOC 1600-42	CIATES GF	ROUP OF COMPANIES NOR ST P 1W4	S (THE)	PST N° - N .ie Ti As per stand Selon l'offre	ing offer			Personne d, Jade	e-ressource		N° du Tél. 46-9012	Fax. No N° de télé 613-960-4956	Order No. N° de la demande 4500130497
CANAL	VA ON K2 VA	P 1W4		Standing offer No	N° d'offre	e permanente						Order date Date de la demande	
				E60ZN-110	002/123/	ZN				·			10/06/2016
Vendor # - N 103045	° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Te	ėl.	Fax. No N° de te	élécop.						Date required - Demandé pour le 09/21/2016
Item No. Article n°		<i>:</i>		cription				•	U of I	Quantity	Unit Price	Disc	Ext.Price
Article ii			Desc	cription				·	U de D	Quantité	Prix unitaire	Disc	Prix prévu
	Duties: - Make travel arrangements for conferences throug - Arrangements for new employees (workstation, se - Review formatting of various adherence to depart information and documentation; - Be able to lift heavy boxes; - Act as back-up for the executive assistant (AS-02));		ckgrour	nd		s.19(1)			
00010	-Temp Hel	p - Administrative				·			HR	285.000	19.3	20	5,472.00
			:										
Approved by Approuver p	ar		Name of referral Personne référée			ontact person ersonne contact				Classification Classification	•	Clearance Côte sécuritaire	
Daniele I			Safete Shaip				1			Advanced Adr	ninistrative	Secret	
Language re Exigences lin	quirements nguistiques	Hours of work Heures de travail		verTime eures supplementaires	Reason Motif	call-ups						Period of Contract Periode du contrat	
Bilingual		285	1	N/A	A pos	sition is vacant a	and staffir	ng actio	n is bein	g completed.		From: 10/11/20	016 To: 12/02/2016

Delivery Add	ress - Adresse	de livraison		Invoicing address - Adr	esse de fac	cturation				FOB - FAB			Amount - Montant / CAD

			Turibuni mornanti orio				
YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA	YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA	ADA FOB Destination					
ATT: ODETTE CHARETTE 613-957-3045	ATT: ODETTE CHARETTE 613-957-3045	Terms of payment - Modalités de palement	T. taxes - T. taxes / CAD				
360 WELLINGTON ST OTTAWA ON K1A 0H8	360 WELLINGTON ST OTTAWA ON K1A 0H8	DD NET 30 DAYS	711.36				
OTTAWA ON KIA UNO	OTTAWA ON KIA UNO		T. Amount - Montant T. / CAD				
			6,183.36				
Special Instructions - Instructions speciales To the Supplier: Your standing offer referred to above is hereby thereunder and in accordance with the terms and conditions set of the standing offer against this call-up.	accepted. You shall supply the services of personnel as specified at in the standing offer. You shall only supply the services included in	Certified pursuant to subsection32(1) of Financial Adr. Certifié en vertu du paragraphe 32(1) de la Loi sur la	ninistration Act gestion des finances pobliques.				
,	t nor la présente assentée. Veus deurs feursie les sentiers du	1 Da ionna sia -	1200/10				
Au fournisseur: Votre offre à commandes mentionnée ci-haut es personnel précisés ci-aprés, selon les conditions énoncées dans commande, que les services stipulés dans l'offre à commandes.	offre à commandes. Vous ne devez fournir les services du l'offre à commandes. Vous ne devez fournir, en vertu de cette	Signature	Date				
Invoices are to be distibuted in accordance with the instructions in standing offer number and financial code.	the standing offer and/or detailed above. All invoices shall show the	Approved for the Minister Approuvé pour le Minis	stre				
Distribuer les factures selon les instructions énoncées dans l'offre numéro de référence de l'offre et le code financier.	à commandes et (ou) ci-haut. Toutes les factures doivent porter le	Semie 8	210-10-07				
		Signature	Date				
		HÉLAIUTE BRAWAISLER	CRT Canada				
		_	0000				



Call-Up Against a Standing Offer for Temporary Help Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 2

Order No. N° de la demande 4500130497

em No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Financial Codes Amount Codage financier Montant 3601 -74000 - 15 -1100					
	The currency of this P.O. is - La devise de ce bon est : CAD					
				·		
						,
			•		4	
					Amount	- Montant / CAD

5,472.00

T. taxes - T. taxes / CAD

711.36

T. Amount - Montant T. / CAD

6,183.36

1	*	Government of
3	* 8	Canada

Gouvernement du

Call-Up Against a Standing Offer for Temporary Help Amendment

Page: 1

T	Canada	Canada			U	ommande s	upsec	quente	e a une	onre a	a comm	andes Mc	diffication		•
To: - A -				PST N° - N° de TPS As per standir	_		Contact	- Personr	ne-ressource				Fax. No Nº de	télecop.	Order No. N° de la demande
ASSOCI	ATES GI	ROUP OF COMPANIE NOR ST	S (THE)	Selon l'offre p		nte	Beda	rd, Jad	е		613-946	-9012	613-960-49	356	4500130497
OLIAW	A ON K	P 1W4		Standing offer No	- Nº d'offre	permanente		Amend	ment No N	* de la moi	dification	Previous Valu	ie - Valeur précéd	ente	Admend Date Date de la demande
CANAD	4			5007114400	AD /4 AD F	71.1				001	•		5,472.0	10	10/18/2016
				E60ZN-1100	02/123/2	ZN				001			0,472.0	,0	10/10/2010
Vendor # - N°	(oumisseur	Contact Name - Nom du contact	Acc # - N° comp.	Tel. No - N° du Tél,		Fax. No N° de té	lécop.	Inc /De	c Aug /Dim.	i.		Revised value	- Montant révisé		Date required - Demandé pour le
103045										4,896.	.00-		576.0	00	09/21/2016
Item No.			Descripti	on					U of I	Qua	ntity	Unit Price	Dis	ic	Ext.Price
Article n°		•	Descripti	on					U de D	Qua	ntité	Prix unitaire	Dis	iC	Prix prévu
	Call-u	p Cancelled as the res	ource did not me	et the mandat	ory red	uirement of	being								
		use the travel system													
		orked 3 days at 7.5 ho													
ı		, so we will keep an ex	tra day as the co	ompany can c	narge i	us for this da	y.								
	Duties - Mak	s. e travel arrangements :	for conferences	through HRG	System	m·									
		ngements for new emp				••••									
		ew formatting of variou				ines; and bad	ckgrou	nd							
	inform	nation and documentati	on;					٠							
		Name and the second sec	I N		1.0					Č! f			C:		
Approved by Approuver par			Name of reformat Personne référée		Per	ntact person sonne contact			10(1)	Classifica Classifica	tion		Clearance Côte sécuritaire		•
Daniele M		Hours of work	Safete Shaipi		Reason	eall use	8	S.	.19(1)	Advan	ced Admi	nistrative	Secret Period of Contra	nei .	
Language req Exigences ling	ruistiques	Houres de travail	Heures	supplementaires	Motif	Jan-ups					-		Periode du cont	rat	
Bilingual		285	N/A		A pos	ition is vacant a	nd staffi	ng actio	on is being	g comple	eted.		From: 10/1	1/2016 To	: 12/02/2016
	JUSTICE			voicing eddress - Adres							- FAB	4.		Amount	- Montant / CAD 576.00
DEPART	MENTO	E JUSTICE CANADA	I-D	EPARTMENT	OF J	USTICE CAN	NADA				B Destina	t - Modalitès de (naiament	T toves	- T. taxes / CAD
ATT: OD	ETTEC	HARETTE 613-957-304 N ST A 0H8	45 A	TT: ODE ITE	CHAR	RETTE 613-9	57-304	15			NET 30		poretite (1)	1,1000	74.88
OTTAW	A ON KI	A OH8	ŏ	60 WELLING TTAWA ON	K1A 0	H8					7 142 1 00	OA 10		T. Amor	unt - Montant T. / CAD
			•			•									650.88
	····									Cert	fied pursuan	to subsection32(1) of Financial Add	Tinistration A	ct inences publiques.
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SO	the	entire H	0							/	Re	CIP K	2		206-10-18
1			•				_			Si	gnature	HEIAND	- BEAU	75 1	- Parer
The	Naca	nt -010000	21674	KMIZO	YEAT)	-								Canada
UN	when	in Thuck	XIV 11-	0000		٠									Canada

*	Governm Canada	nent of Gouverne Canada	ment du	,	Com	Call-Up mande subséd	_			g Offer for T à commande			aire	Page: 1
DYNAN 420 O'0	IIC PERSO	ONNEL CONSULTAN' ST UNIT 1400	rs	PST N° - N° de T As per stand Selon l'offre	ing of				ne-ressource efort, M		√° du Tél. 62-2243			Order No. N° de la demande 4500130590
CANAL	VA ON K2	P 1W4		Standing offer No	N° d'	N° d'offre permanente						•	Order date Date de la demande	
×				EN578-060		22/ZT				٠.				10/18/2016
Vendor # - N 103357	° fournisseur	Contact Name - Nom du contact	Acc. # - N° co	Tel. No - N° du To 613-567-888		Fax. No N° de té								Date required - Demandé pour le 09/21/2016
Item No. Article n°	2500								U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc		Ext.Price Prix prévu
00010	- Arrar - Revie inform - Be al - Act a	e travel arrangements or travel arrangements for new empew formatting of variou ation and documentatione to lift heavy boxes; is back-up for the exect or Administrative	loyees (wo s adherend on;	orkstation,security) ce to departmenta);	·	ckgrour	nd	HR	255.000	19.	34		4,931.70
Approved by Approuver pa	ar	4-48	Name of referre	al ée	Т	Contact person Personne contact				Classification Classification	•	Clearance Côte sécuritaire		
Daniele I		·	Sylvie Leg							Administrative S Administrative S		Secret		
Language re Exigences lin	quirements iguistiques	Hours of work Heures de travail		OverTime Heures supplementaires	Rea: Moti	son call-ups f						Period of Contract Periode du contra	t	
Bilingua	1	255		No	N	/hen a public serva	nt is abs	ent for	a tempor	ary period of time)	From: 10/19/	2016 To	: 12/02/2016
•	ress - Adresse d			Invoicing address - Adr						FOB - FAB			Amount	- Montant / CAD 4.931.70
YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA				DEPARTMEN	T OF	F JUSTICE CAN	NADA			FOB Desti			T tava	
360 WE	ATT: ÖDETTE CHARETTE 613-957-3045 660 WELLINGTON ST DTTAWA ON K1A 0H8				E CH STON	& S I = JUSTICE CAN ARETTE 613-9 N ST A OHR	57-304	5			Terms of payment - Modalités de paiement T. taxes - T. taxes / CAD DD NET 30 DAYS			
				OTTAWA ON	IXIZ	1010							T. Amo	unt - Montant T. / CAD 5,572.82
Special Instructions - Instructions spéciales										Certified pursus	int to subsection??	(1) of Financial Admi	nistration A	
To the Su	pplier: Your	standing offer referred to a	bove is hereb	y accepted. You shall	suppl	y the services of pe	ersonnel	as spe	ecified	Certifié en vertu	du paragraphe 32	(1) de la Loi sur la ge	estion des	finances publiques,

hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.

Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-aprés, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

Invoices are to be distibuted in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.

Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.

Signature Approved for the Minister

Approuvé pour le Ministre

Date

Signature

MELANTE BEAUVAIS LETORT



Call-Up Against a Standing Offer for Temporary Help Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 2

Order No. N° de la demande 4500130590

m No. tícle n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section			b		
	(YJSIS) from October 11, 2016 to December 2, 2016.			\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		
	Language Required: Bilingual	1	. 1			
3	Security: Secret					9
	Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON					
1 .	Start & End Date: October 11, 2016 to December 2, 2016					
1	Duration: 285 hours					1
	Number of Hours per week: 37.5 / Week					
	Overtime: No					
	Travel & Living: No					
1	The incumbent will be required to assist the manager in the provision of administrative support services.		•			
	Responsibilities include to:					
	Make travel arrangements for conferences and meetings through HRG system;				•	
1	Arrangements for new employees (workstation, security);				1	
1	Review formatting of various for adherence to departmental guidelines; and					
	assist in the scheduling and organization of meetings and in collecting background information and					
	documentation;			}		
	Be able to lift heavy boxes;		l I		1	
	Act as back-up for the executive assistant (AS-02).					
	Mandatory Criteria:					
	Recent experience in using Microsoft Offic e(i.e. MS Outlook, MS excel, MS Work, MS PowerPoint);					İ
	Recent experience with HRG system for travel arrangements.					
·	Financial Codes Amount					j
1	Codage financier Montant					
	3601 -74000 - 15 -1100			44		
	The currency of this P.O. is - La devise de ce bon est : CAD					
	=======================================					
						}

4,931.70

T, taxes - T, taxes / CAD

641.12

T. Amount - Montant T. / CAD

5,572.82

To: - A :

Government of Canada

Gouvernement du Canada

Call-Up Against a Standing r for Temporary Help Amendment Commande subséquente à u...e offre à commandes Modification Contact - Personne-ressource Tel. No - N° du Tél. Fax. No. - N° de télécop.

Page: 1

000006

To: - A :				PST N° - N° de TPS		Contact	- Personr	ne-ressource	Tel. No - I	l° du Tél.	Fax. No N° de tél	écop. O	rder No. ° de la demande
DYNAM 420 O'C	IIC PERS	ONNEL CONSULTANT ST UNIT 1400	rs	As per standing of Selon l'offre perm		Beau	ıvais-Le	efort, M	613-95	2-2243	613-960-4956	3	4500130590
OTTAV	VA ON K2	2P 1W4		Standing offer No Nº (d'offre permanente		Amend	lment No N	de la modification	Previous Valu	ie - Valeur précédente	e A	dmend Date ate de la demande
CANAL				EN578-060502/	122/ZT				001		4,931.70		11/29/2016
Vendor # - N	° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No Nº de té	ax. No N° de télécop. Inc./Dec Aug./Dim.			J.	Revised value	e - Montant révisé	D	ate required - emandé pour le
103357				613-567-8886	613-567-882	2			6,527.25		11,458.95		
Item No.			Descripti	on	1			U of I	Quantity	Unit Price	Disc		Ext.Price
Article n°			Descripti	on .	•			U de D	Quantité	Prix unitaire	Disc		Prix prévu
00010	2017 Text of -Temp Hel	nanged *** p - Administrative purpose of this PR is to hire a S) from October 11, 2016 to uage Required: Bilingual	Delivery date - Date a temp help to assis	e de livraison Day 09 t the Youth Justice a	0/21/2016 and Strategic Initiativ			HR	_ 255.000	19.3	34		4,931.70
Approved by Approuver p			Name of referral Personne référée		Contact person Personne contact			+	Classification Classification		Clearance Côte sécuritaire		
Daniele			Sylvie Legault		Personne contact				Administrative Administrative	Services	Secret		
Language re Exigences lin	quirements	Hours of work Heures de travail	OverTin	ne Re supplementaires Mo	ason call-ups				7 tallilliotrative	30,11,000	Period of Contract Periode du contrat		
Bilingua	ı	255	. No		When a public serva	ant is ab	sent for	r a tempor	ary period of time	е	From: 10/19/2	2016 To: 02	2/03/2017 ⁻
	ress - Adresse			voicing address - Adresse					FOB - FAB		ye	Amount - Mo	ontant / CAD
YOUTH	JUSTICE TMFNT (& S I F JUSTICE CANADA	l Y	OUTH JUSTICE FPARTMENT C	& S I DE JUSTICE CA	NADA			FOB Desti				11,458.95
A11: 0	DETTE C	HARELLE 613-957-304	45 Ā	EPARTMENT C TT: ODETTE CI 60 WELLINGTO	HARETTE 613-9	957-30	45		DD NET 3	ent - Modalités de	palement .	1. laxes - 1.	taxes / CAD 1,489.66
OTTAV	A ON KI	Ä ÖH8	ď	TTAWA ON KI	A OH8				DENETS	DAIS		T. Amount -	Montant T. / CAD
									1				12,948.61
Special Inst	ructions - Instru	ictions spéciales	hove is hereby acce	ented You shall sun	nly the services of n	ersonne	l as sne	ecified	Certified pursu Certifié en vert	ant to subsection32 u du paragraphe 32	(1) of Financial Admir (1) de la Loi sur la ge	nistration Act estion des finan	ces publiques.
hereunde the stand	r and in acco	r standing offer referred to a ordance with the terms and o inst this call-up.	onditions set out in	the standing offer.	You shall only suppl	y the se	rvices i	ncluded in					
	-	e offre à commandes mentions é	nnée ci-haut est pa	r la présente accept	ée. Vous devez four	rnir les s	ervices	du	ITA U	VICE	10000	CIUT	7
personne command	l précisés ci- le, que les s	aprés, selon les conditions é ervices stipulés dans l'offre à	enoncées dans l'offr à commandes.	ë à commandes. Vo	us ne devêz fournir,	, en verti	u de ce	ette	Signature		···		Date
Invoices are to be distibuted in accordance with the instructions in the standing offer number and financial code.				standing offer and/o	or detailed above. A	All invoice	es shal	I show the	Approved for th	e Minister App	prouvé pour le Ministr	е	NOV 29 201
Distribuer numéro d	Distribuer les factures selon les instructions énoncées dans l'offre à numéro de référence de l'offre et le code financier.			ommandes et (ou) c	i-haut. Toutes les fa	actures o	doivent	porter le	Ilan	o le ce	u ()		NOV 2 9 2016
									Şignature	- 1400	7	1	Date
			. •						MARI	LATR	o'*	(Canad'a



Call-Up Against a Standing Offer for Temporary Help Amendment Commande subséquente à une offre à commandes Modification

Page: 2

Order No. N° de la demande 4500130590

Item No.	Description	U of I	Quantity	Unit Price	Disc	Ext.Price
Article n°	Description	U de D	Quantité	Prix unitaire	Disc	Príx prévu
	Security: Secret					
	Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON					
	Start & End Date: October 11, 2016 to February 3rd, 2017 (Amendment 001 change the end date to Febr					
	uary 3rd, 2017)					
	Duration: 285 hours	1			·	
	Number of Hours per week: 37.5 / Week					M.
	Overtime: No					
	Travel & Living: No	1				
	The incumbent will be required to assist the manager in the provision of administrative support services.	1 .			}	
·	Responsibilities include to:					
	Make travel arrangements for conferences and meetings through HRG system;					4.
	Arrangements for new employees (workstation, security);			,		
	Review formatting of various for adherence to departmental guidelines; and		¥			
	assist in the scheduling and organization of meetings and in collecting background information and		\			
	documentation;					
	Be able to lift heavy boxes;					
	Act as back-up for the executive assistant (AS-02).			•		
	Mandatory Criteria:				10	
	Recent experience in using Microsoft Offic e(i.e. MS Outlook, MS excel, MS Work, MS PowerPoint);	1,				
	Recent experience with HRG system for travel arrangements.					
	*** Text changed ***					
00020	-Temp Help - Extension	HR	337.500	19.34		6,527.25
	Delivery date - Date de livraison Day 02/03/2017					
	Amendment #1					
	The pupose of this amendment to extend Temp Help contract until February 3rd, 2017.				}	
	*** New Item ***				1	
			,			
	Financial Codes . Amount					
	Codage financier Montant					
	3601 -74000 - 15 -1100					

11,458.95

T. taxes - T. taxes / CAD

1,489.66

T. Amount - Montant T. / CAD

12,948.61



Call-Up Against a Standing Offer Temporary Help Amendment Commande subséquente à une o...e à commandes Modification

Page: 3

Order No. N° de la demande 4500130590

em No. ticle n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	The currency of this P.O. is - La devise de ce bon est : CAD					
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	A force and the second of the		num-			- Montant / CAD 11,458 - T. taxes / CAD

1,489.66

12,948.61

T. Amount - Montant T. / CAD

Call-Up Against a Standing Offer for Temporary Help Amendment

*	Canada	Canada	ment au							offre à comm			Page: 1
420 O'0	CONNOR	ONNEL CONSULTAN ST UNIT 1400	rs ·	PST N° - N° de TP As per standi Selon l'offre p	ng offer	te		- Personr nes, Ol	iver		v° du Tél. 2-3689	Fax. No N° de téléc	Order No. N° de la demande 4500130590
OTTAV	VA ON K2	P 1W4		Standing offer No.	- N° d'offre p	permanente		Amend	ment No N	l° de la modification	Previous Valu	ue - Valeur précédente	Admend Date Date de la demande
				EN578-0605	502/122/Z	T.				002		11,458.95	01/23/2017
Vendor # - N	° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - Nº du Tél	l.	Fax. No Nº de té	lécop.	Inc./De	c Aug./Din	n.	Revised value	e - Montant révisé	Date required - Demandé pour le
103357				613-567-8886	6	613-567-8822	2			1,228.09		12,687.04	
Item No.			Descr	ption					U of I	Quantity	Unit Price	Disċ	Ext.Price
Article n°			Descr	iption					U de D	Quantité	Prix unitaire	e Disc	Prix prévu
	2017 a	002 - The purpose of the and add 63.5 hrs	nis amendmer	t is to extend T	emp he	elp until Marc	ch 3th,				ļ		
00010	-Temp Help	o - Administrative	Delivery data - 5	ata da liveriana Da	00/04/0	,,			HR	255.000	19.3	34	4,931.70
	(YJSI	urpose of this PR is to hire of S) from October 11, 2016 to page Required: Bilingual	a temp help to as		ice and S	trategic Initiativ	es Sect	ion					
Approved by Approuver p			Name of referral		Con	tact person				Classification		Clearance	
Approuver p			Personne référée Sylvie Legaul	t	Pers	sonne contact				Classification Administrative S Administrative S		Côte sécuritaire Secret	
Language re Exigences li		Hours of work Heures de travail	Ove	rTime res supplementaires	Reason c Motif	all-ups				Administrative	·	Period of Contract Periode du contrat	
Bilingua	1	255	N	o	When	n a public serva	int is abs	sent for	a tempoi	rary period of time	е	From: 10/19/20	016 To: 03/03/2017
				•									
Delivery Add	ress - Adresse	de livraison		Invoicing address - Adre	esse de factu	uration				FOB - FAB			Amount - Montant / CAD
YOUTH	JUSTICE	& S I		YOUTH JUST	ICE & S	STICE CAN	NADA			FOB Desti	nation		12,687.04
ATT: 0 360 WF	T: ODETTE CHARETTE 613-957-3045			DEPARTMENT ATT: ODETTE 360 WELLING	CHAR	ETTE 613-9	57-30	45		Terms of payments of DD NET 3	ent - Modálités de O DAYS	paiement	T. taxes - T. taxes / CAD 1,649.31
OTTAV	TAWA ON K1A 0H8			OTTAWA ON	K1A OF	Ĥ8	·				T Amount - Montant T / CAD		

YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA	YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA	FOB Destination	12,687.04
ATT: ODETTE CHARETTE 613-957-3045	ATT: ODETTE CHARETTE 613-957-3045	Terms of payment - Modalités de paiement	T. taxes - T. taxes / CAD
360 WELLINGTON ST OTTAWA ON K1A 0H8	360 WELLINGTON ST OTTAWA ON K1A 0H8	DD NET 30 DAYS	1,649.31
OTTAWA ON KIA OHO	OTTAWA ON KIA UNO		T. Amount - Montant T. / CAD
			14,336.35
Special Instructions - Instructions speciales To the Supplier: Your standing offer referred to above is hereby a hereunder and in accordance with the terms and conditions set ou the standing offer against this call-up.	ccepted. You shall supply the services of personnel as specified tin the standing offer. You shall only supply the services included in	Certified pursuant to subsection32(1) of Financial Admin Certifié en vertu du paragraphe 32(1) de la Loi sur la ge	
Au fournisseur: Votre offre à commandes mentionnée ci-haut est personnel précisés ci-aprés, selon les conditions énoncées dans l'commande, que les services stipulés dans l'offre à commandes.	par la présente acceptée. Vous devez fournir les services du offre à commandes. Vous ne devez fournir, en vertu de cette	PR ON FILE 10000	21679 Date
Invoices are to be distibuted in accordance with the instructions in standing offer number and financial code.	the standing offer and/or detailed above. All invoices shall show the	Approved for the Minister Approuvé pour le Minister	е
Distribuer les factures selon les instructions énoncées dans l'offre numéro de référence de l'offre et le code financier.	à commandes et (ou) ci-haut. Toutes les factures doivent porter le	Hausauno	JAN23, 2017
·		Signature	Date
	•	MARIO LACREIX	Canada



Call-Up Against a Standing Offer for Temporary Help Amendment Commande subséquente à une offre à commandes Modification

Page: 2

Order No. N° de la demande 4500130590

Item No.	Description	U of I	Quantity	Unit Price	Disc	Ext.Price
Article n°	Description	U de D	Quantité	Prix unitaire	Disc	Prix prévu
	Security: Secret					4.
	Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON					
	Start & End Date: October 11, 2016 to February 3rd, 2017 (Amendment 001 change the end date to Febr					
	uary 3rd, 2017)					
	Duration: 285 hours					
	Number of Hours per week: 37.5 / Week			. ! .		
	Overtime: No					
	Travel & Living: No					·
	The incumbent will be required to assist the manager in the provision of administrative support services.				1	
	Responsibilities include to:					
	Make travel arrangements for conferences and meetings through HRG system;					
	Arrangements for new employees (workstation, security);					
	Review formatting of various for adherence to departmental guidelines; and					
	assist in the scheduling and organization of meetings and in collecting background information and					
	documentation;			1		
	Be able to lift heavy boxes;					
	Act as back-up for the executive assistant (AS-02).					
	Mandatory Criteria:					
	Recent experience in using Microsoft Offic e(i.e. MS Outlook, MS excel, MS Work, MS PowerPoint);				1	
	Recent experience with HRG system for travel arrangements.					
00020	-Temp Help - Extension	HR	337.500	19.34		6,527.25
	Delivery date - Date de livraison Day 02/03/2017					
	Amendment #1					
	The pupose of this amendment to extend Temp Help contract until February 3rd, 2017.			ţ,		
00030	-Temp. Help - Extend of end date	HR	63.500	19.34	·	1,228.09
	Delivery date - Date de livraison Day 03/03/2017					•
	Amendment #2					
	The pupose of this amendment is to extend Temp Help contract 4500130590 until March 3rd and this is					
	because we still haven't found someone to fill the AS-01 position.					

42 607 0

12,687.04

T, taxes - T, taxes / CAD

1,649.31

T. Amount - Montant T. / CAD

14,336.35



Call-Up Against a Standing Offer fra Temporary Help Amendment Commande subséquente à une of la commandes Modification

Page: 3

Order No. N° de la demande **4500130590**

tem No. Article n°	Descr Descr			U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Financial Codes Codage financier 3601 -74000 - 15 -1100	Amount Montant					3	
	The currency of this P.O. is - La devise de ce bon es	t : CAD						
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					•	į .	Amount	- Montent / CAD .
•			.:) 4			12,687.04 -T. taxes / CAD 1,649.31
	6.						T. Amou	nt - Montant T. / CAD 14,336.3